

Trustee Privacy Notice

Cardiff Met Students' Union

Introduction

We value the crucial role our trustees play in Cardiff Met Students Union's work. We value the trust you place in us by sharing with us personal information we need to carry out our work. It is our wish, as well as a legal requirement, to explain why and how we process your personal data, how long we retain it for and how you can access and change the information we hold.

All personal data is treated with the appropriate levels of security. The purpose of this notice is to inform you of the type of information we hold, how we obtain it, how we use it and how you can access such information. This covers general personal information and sensitive personal information, which is held manually and in our computer systems.

How do we obtain your personal information?

As part of our trustee recruitment process, we ask you to provide information that will allow us to process your application. On appointment to a trustee role, we will ask for additional information that that will allow us to manage your trustee activities such as paying your expenses. We will also ask for additional information that will allow us to comply with legal obligations such as those placed on us by the Charity Commission and Companies House. If your trustee role requires an exemption from the Charity Commission, we will keep information relating to the outcome of that decision.

What information do we collect?

- Personal details – first and last name, address, telephone numbers and email address
- Bank account details
- Expenses claim forms
- Photographic Identification, Proof of address
- Date of birth
- Details of previous directorship, trustee positions

How will we use your personal data?

We will use the information we collect from you to:

- Monitor the recruitment process for enquiry to appointment
- Administer payment of expenses
- Administer and analyse training and induction
- Consult or communicate with you
- Comply with Cardiff Met Students Union policies
- Comply with statutory and legal obligations
- Comply with health and safety legislation
- To analyse for management purposes
- For use in statutory return
- To provide third party suppliers with information necessary for them to carry out their work
- To publicise the work of Cardiff Met Students Union

Date of Approval – July 2019

Date of Review – July 2022

How long do we keep your information?

Your personal information will be kept for as long as you are a Cardiff Met Students Union trustee and for such reasonable time afterwards that is necessary to meet our legal obligations.

Once you stop being a Cardiff Met Students Union trustee your contact details will be retained for a year from the date you notify us of your resignation. This is to allow us to contact you should we need to clarify or confirm any issues relating to your trustee role. We will keep records of our payments to you including your expenses claims for 7 years from the date of the claim so that we comply with financial legislation.

Who do we share it with?

We will not share your information with unauthorised third parties. As part of your trustee declaration, we ask you to give permission for us to share your contact information with other Cardiff Met Students Union staff and trustees.

Your rights

You have the right to access any personal data relating to you, which is held by us. You have the right to request your personal data is updated, amended or removed. You can request access to the personal data we hold about you by contacting to SU on the details below.

Please let us know of any changes to your personal information. Full information on your rights can be found on the Information Commissioners Office website.

Contacts

If you have any questions regarding this privacy notice, please contact you can contact The SU using the following confidential email address:

Email – suadvice@cardiffmet.ac.uk
www.cardiffmetsu.co.uk